

CFATURS2

Contribute to the control of risks as a union health and safety representative v2



Overview

This unit is appropriate for you if your role involves:

1. helping identify and control risks in the workplace as a union health and safety representative
2. monitoring and reviewing risk assessments as a union health and safety representative

The activities you are likely to be involved in:

1. negotiating a risk assessment programme
2. ensuring that the 'competent person' has the necessary skills and knowledge to perform the role
3. contributing to the planning and conduct of risk assessments
4. raising risk assessment issues at safety committee meetings
5. ensuring risk assessment procedures and frequency are kept under review and modified as required

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Performance criteria

You must be able to:

Contribute to the identification and control of risks

- P1 assist in negotiating a framework and programme of risk assessment process
- P2 negotiate appropriate levels of education and training from the employer and the union to enable you to understand the risk assessment process
- P3 check that the people designated as the 'competent person' within the regulations have adequate skills and resources to perform their duties effectively
- P4 help plan the risk assessment process through meetings with members and safety committees
- P5 help identify the points to be included in the risk assessment process with safety committee members and others
- P6 help identify appropriate prevention, protection and control measures to deal with identified risks
- P7 check that the proposed measures have been considered and implemented as agreed

You must be able to:

Contribute to the monitoring and reviewing of risk assessments

- P8 check the results of inspections against existing risk assessments to make sure the assessment remains valid
- P9 ask for a review of existing risk assessments where they are no longer valid or where there has been a substantial change to the conditions and circumstances in the workplace
- P10 agree and monitor the frequency of risk assessments reviews
- P11 check that changes agreed as a result of risk assessments are introduced and maintained
- P12 make sure that members are fully informed of changes made as a result of risk assessments
- P13 identify and pass on to your employer information about changes in legislation, union recommendations and changes in work practices which affect the validity of existing risk assessments

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Knowledge and understanding

You need to know and understand how to:

The nature and role of the health and safety risk assessment

- K1 identify the key aspects of the risk assessment process, including risk assessments, consultation and feedback with members, the nature of inspection and maintenance reports, and accident and incident reports
- K2 identify and apply union policies and procedures in relation to the control of risks in the work place
- K3 establish the period between risk assessments to maintain health and safety at work and comply with legal requirements
- K4 identify the facilities needed to conduct risk assessments
- K5 identify and liaise with those who can take action
- K6 develop coherent policies to progressively reduce risk
- K7 develop and prioritise whole workforce measures
- K8 promote an active health and safety culture

Principles and concepts

- K9 identify the skills and resources needed to perform the 'competent person' role as defined in legislation, and agree criteria for their selection
- K10 identify and negotiate appropriate forms of consultation with members taking account of equality and diversity
- K11 identify and make use of appropriate measures to eliminate or avoid risk and control risks at source
- K12 adapt working practices to individual needs in relation to identified risks
- K13 respond to, and exploit, technical developments in relation to the control of risks
- K14 identify when risk assessments are no longer valid due to factors such as accidents, ill-health, complaints, negative health trends, changes in legislation, new technical developments and changes in working practices

External factors influencing risk assessment

- K15 make sure that risk assessment is conducted and recorded using the correct legal procedures
- K16 identify and follow local agreements and union policies and practices in relation to risk assessment
- K17 identify and take into account current relevant developments in health and safety at work

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